

SAN GERONIMO VALLEY COMMUNITY GYM/LOFT

RENTAL GUIDELINES

People who rent the facilities at Community Gym/Loft agree to the following guidelines:

- 1. Cleaning & Deposit:** A \$100 refundable cleaning and security deposit is required with each rental. Please include a separate deposit check with your balance due. This check will be held and returned to you if the space rented is found in a clean and acceptable condition.
- 2. No alcohol** is allowed on the San Geronimo Valley Community Gym/Loft premises at any time.
- 3. Keys:** Deposit \$25 (refundable). Call Howie Cort 415-488-4118 ext. 219 one week prior to your event to make arrangements to pick up keys to the Center and for the room(s) that you are renting. Keys can generally be picked up during regular business hours, 9 AM to 5 PM, Monday through Friday. We recommend you call first to make sure that someone will be available when you plan to come by. When you pick up the key(s) make arrangements for their return with the person who gives you your keys.
- 4. Chairs and Tables:** available for your rental. Please let us know what your needs are.
- 5. Breakage or Damage:** It is the responsibility of the renters to repair or reimburse SGVCC at fair market value for any breakage or damage to equipment or facilities.
- 6. Cleaning:** All renters are responsible for assuring that the space that they rent is left in a clean and organized condition in which it was found. This may entail sweeping or mopping the floors of the room(s) and/or hallway and cleaning the kitchen including the stove, sink and refrigerator, if used. A broom and dust mop are available. All garbage should be put in the appropriate bins in the outdoor recycle/garbage/compost bins. Any recycle/garbage/compost in excess of what can fit in these receptacles must be carted away by the renters.
- 7. Locking Up:** After you have finished using the space in the Community Gym/Loft (including cleanup) please be sure that the lights and the fans are turned off and all windows and doors are locked.

For more info, contact hcort@sgvcc.org



SAN GERONIMO VALLEY COMMUNITY CENTER
P.O. BOX 194
6350 SIR FRANCIS DRAKE BLVD.
SAN GERONIMO, CA. 94963
415-488-8888 SGVCC.ORG

SAN GERONIMO VALLEY COMMUNITY GYM
1 LAGUNITAS SCHOOL ROAD
HCORT@SGVCC.ORG
415.488.4118 X 219

Gym/LOFT Rental Agreement

Name: _____ Contact Phone # _____

Mailing Address: _____ Town: _____ Zip: _____

Email: _____

Date(s) of rental: _____ a.m./p.m. to _____ a.m./p.m.

Please include your total set-up and breakdown time in your total hours of rental

Total # hours of rental use: _____ \$ _____ per hour = \$ _____

Tech needs: _____

Level One: Non-San Geronimo Valley or Non-Nicasio Resident: \$60.00 per hour

Level Two: San Geronimo Valley or Nicasio Resident or Non-profit: \$40.00 per hour

You will need to provide a Certificate of Insurance (see below) with the Rental Contract, as well as, a separate, refundable \$100.00 Security and Cleaning Deposit at the time of booking. The rental party will be financially responsible for any damages incurred to any equipment used or damage to the building during the agreed hours of rental.

Payment in full is expected 48 hours prior to your event. Key deposit \$25 (refundable).

Insurance Certificate: Prior to the use of any Community Center Facility, the renter will need to submit a certificate of comprehensive liability covering personal injuries, wrongful death, and claims of property damage, with a combined single limit of not less than \$1,000,000 per occurrence. This certificate of insurance needs to name the Lagunitas School District and San Geronimo Valley Community Center as the "certificate holder" or "named insured".

I have read the rental guidelines and agree to the terms and conditions of space rental of the SGV Community Gym and LOFT.

Signature _____ Date _____



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SAN GERONIMO VALLEY COMMUNITY GYM

TECH NEEDS FOR YOUR RENTAL

We encourage you to provide your own equipment & tech support.

If you need our support & equipment

TV Monitor

Projector & Screen

Sound system

Tech Support is required if using our equipment. Arrangements must be made 10 days in advance of event.
Cost is \$50 per hour, minimum of 1 hour.



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SAN GERONIMO VALLEY COMMUNITY CENTER

GYM/LOFT CHECKLIST

Before Your Rental

- Call the Community Gym at (415) 488-4118 ext. 219 or email Howie Cort at hcort@sgvcc.org to reserve space on our calendar.
- Send in reservation form within 2 days of receipt to SGVCC, P.O.Box 194, San Geronimo, Ca 94963 with 50% deposit to confirm reservations.
- Pick up keys during the Center's regular business hours: 9 AM to 5 PM, Monday - Friday during the week before your event. Call the Community Gym at 488-4118 ext. 219 one week prior to the event to arrange for key pick up. Please be sure your balance is paid and your separate cleaning and security deposit has been received 48 hours before your rental date.
- Pay rental in full 48 hours prior to your event.

After Your Rental

- Make sure all the chairs and tables are put back and furnishings in the room are put back the way they were found.
- Sweep and if necessary, mop the floor.
- If you have used the Loft kitchen, please make sure that floors, all equipment, utensils, dishes, sink, stove etc. that you have used are left in a clean and orderly condition as you found them.
- Close and lock all windows and doors.
- Put all refuse in proper recycle/garbage/compost receptacles. Cart away any refuse unable to fit in recycle/garbage/compost bins provided.
- Turn off all inside lights.
- Make sure all doors are locked before you leave the Gym/Loft. Return keys by next business day.

We hope your event or gathering is a success and that you enjoy using the San Geronimo Valley Gym/Loft!



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